

# Memorandum

To : All Commissioners

Date : May 7, 1970

From : Commission on Peace Officer Standards and Training

Subject: COMMISSION MEETING

Time: 10 a.m. Friday through 3 p.m. Saturday  
June 12 - 13, 1970

Place: Mark Thomas Inn  
1430 Mark Thomas Drive  
Monterey, California

## AGENDA

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes of February 27, 1970 Meeting
4. Chico Claims for Reimbursement
5. Paso Robles Hearing
6. Financial Report
7. Approval of Courses
8. Legislation
9. Long-Range Planning and Programming
10. Adoption of Multi-Year Budget
11. Old and New Business
12. Date and Place of Next Meeting
13. Adjournment



GENE S. MUEHLEISEN  
Executive Officer

# LONG-RANGE PLANNING AND PROGRAMMING AGENDA

Commission Meeting  
June 12 and 13, 1970  
Monterey, California

1. Course Approval Policies
  - a. Standardization of process of designating life of certification in each case.
  - b. Adoption of method of reviewing courses in advance of commission meeting with approval only after brief description at meeting.
    - (1) Amount of information needed for review
2. Policy and Procedures Manuals
  - a. Internal
  - b. External
    - (1) Regulations
    - (2) Reimbursement policy (including special technical courses)
    - (3) Non-compliance with standards of jurisdictions and schools
    - (4) Certificates
    - (5) Administrative counseling guidelines
    - (6) Commission policy
    - (7) Other
3. Reimbursement Schedules
  - a. Are they logical, equitable and progressive?
  - b. Are they promoting P.O.S.T. program participation?
  - c. Fixed sum reimbursements
  - d. Alternatives
4. Should P.O.S.T. programs include:
  - a. Civilian police employees
  - b. Private patrol and security
  - c. Other criminal justice system personnel
  - d. Financing of extended or new programs

5. Legislation

a. Does long-range planning require changes in existing law

- (1) To include more categories of police employees in reimbursement.
- (2) To change applicable laws in other codes, i.e., Government Code, citizenship, age, etc.
- (3) To effect additional financing for expansion of long-range programs.
- (4) To effect quarterly or continuous reimbursement vs., annual.

b. Need for involving commission members and staff in review of legislation

- (1) Legislative Committee (Chairman + 2).

6. Review of P.O.S.T.'s legal responsibilities as required by Act.

- a. Education and Training
- b. Personnel Standards
- c. Administrative Counseling
- d. Special Projects and Administration
- e. Powers of the Commission

7. Program goals and needs - current and future

- a. Education and Training
- b. Personnel Standards
- c. Administrative Counseling
- d. Special Projects and Administration

Considerations:

- (1) Are personnel sufficient to do the job in each section?
- (2) Is all work now being done, or attempted, in keeping with legal or implied duties and responsibilities for each section?
- (3) What are the goal priorities?

8. Review, modification, and approval of multi-year program budget.

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES

June 12 - 13, 1970  
Monterey, California

The meeting was called to order at 10 a.m. by Chairman Ben Clark. A quorum was present.

Present:

BEN CLARK	- Chairman
LYELL C. CASH	- Vice-Chairman
JOHN FABBRI	- Commissioner
T. M. HEGGLAND	- Commissioner
R. A. HOUGHTON	- Commissioner
A. R. MC KENZIE	- Commissioner
R. A. SEARES	- Commissioner

Also Present:

GENE S. MUEHLEISEN	- Executive Officer
GEORGE H. PUDDY	- Assistant Executive Officer
CARL R. BALL	- Senior Consultant
LESLIE MENCONI	- Senior Consultant
KENNETH SHERRILL	- Senior Consultant
EDWARD TOOTHMAN	- Senior Consultant
IMOGENE KAUFFMAN	- Stenographer

Absent:

DAN KELSAY	- Commissioner
E. R. STRATHMAN	- Commissioner
O. J. HAWKINS	- Representative of the Attorney General

Visitors:

Mrs. Susan Phelps	- Secretary to Special Projects and Personnel Standards Sections, P.O.S.T.
Mrs. Barbara Bania	- Secretary to Education & Training, P.O.S.T.
Larry Hoffart	- Budget Analyst, Department of Justice
O. B. Smith	- Chief of Police, Paso Robles Police Department
S. S. Tucker	- City Administrator, City of Paso Robles
Larry Peterson	- Sergeant, Paso Robles Police Department
Orlan Donley	- Deputy District Attorney, San Luis Obispo County
Roger Venturi	- Deputy Attorney General, Department of Justice
Jack Little	- Coordinator of Project Transition, Fort Ord
E. R. Thornburg	- Chief of Police, Del Rey Oaks Police Department

### APPROVAL OF MINUTES

MOTION by Commissioner Houghton, seconded by Commissioner Fabbri, carried unanimously that the minutes of February 27, 1970, meeting be approved as mailed.

### CHICO CLAIMS FOR REIMBURSEMENT

The city of Chico had made an appeal to the Commission for payment of reimbursement for training from 1965 through 1968 for which no claims had been filed. In answer to a request for opinion from the offices of the Controller and Attorney General on the legality of payment of this claim (amounting to approximately \$8,000), it was stated that beyond one year prior to the current fiscal year (1968-69) the Commission cannot pay reimbursements as the books are closed one year following. The only claim that can be legally paid is the \$2,040 claim of Fiscal Year 1968-69.

MOTION by Commissioner Fabbri, seconded by Commissioner McKenzie, carried unanimously that the Chico claim of \$2,040 for Fiscal Year 1968-69 be the only portion of the Chico appeal for reimbursement that can be honored.

### PASO ROBLES HEARING - Violation of Section 1002(a)(4) of the Regulations

At its meeting on February 27, 1970, the Commission was of the opinion that the city of Paso Robles was in violation of Section 1002(a)(4) of the Regulations when they hired and retained a police officer of their department. In compliance with the Commission's Regulations, the city was notified of this opinion; they were requested to comply, and have now appealed. A presentation of the Commission's case was made by Mr. Sherrill, P.O.S.T. Personnel Standards Section. Documents were numerically marked as exhibits and are on file at P.O.S.T. headquarters.

Mr. Orlan Donley, Deputy District Attorney of San Luis Obispo County, appeared for the city of Paso Robles, and Deputy Attorney General Roger Venturi served as counsel for the Commission. When all appropriate testimony and evidence had been presented, the following action was taken.

The first motion by Commissioner Seares, stated below, died for lack of a second.

MOTION by Commissioner Seares: The city of Paso Robles, in continuing the employment of subject officer, is not in violation of the intent of Regulations 1002(a)(4), and the city will continue to be eligible for reimbursement.

MOTION by Commissioner Houghton, seconded by Commissioner McKenzie, carried with five ayes and one nay (Seares) that with the continued employment of subject officer the city of Paso Robles is in violation of Regulation 1002 (a)(4) and the city is, therefore, ineligible for reimbursement.

Commissioner Seares requested that there be a consideration made to change the Regulation to permit the Paso Robles Police Department to retain the officer in their employ. He suggested that the Commission take steps to effect this change as early as possible.

Commissioner Houghton felt only the disposition of a case should be considered. Following a discussion as to whether the "good moral character" Section 1002(a)(5) would be used exclusively for inspection standards, the Commission determined that only Section 1002(a)(4) would be considered in the Paso Robles case.

#### P.O.S.T. FINANCIAL REPORT

Mr. Menconi reported on the status of the Peace Officer Training Fund. This report is set forth as Attachment "A".

#### CERTIFICATION OF COURSES

Excepting the Alameda County Sheriff's Academy Course, Crime Scene Field Technician Training, which was withdrawn to be presented at a later date with recommended improvements, the Course Certification Agenda with retroactive certification dates as presented was approved. The Course Certification Agenda is set forth as Attachment "B".

MOTION by Commissioner Seares, seconded by Commissioner Cash, carried unanimously to certify all courses as presented.

It was the consensus of the Commission that the method of preparation, with a one-week advanced mailing of the course descriptions to the Commissioners, was well done and would continue to be used.

#### SAN BERNARDINO COUNTY SHERIFF'S ACADEMY REQUEST

Retroactive certification of a Middle Management Course presented May 13 through June 8, 1968, was presented to the Commission by the San Bernardino County Sheriff's Academy.

MOTION by Commissioner Houghton, seconded by Commissioner Cash, carried unanimously that an evaluation be made to determine what additions the course required to qualify under P.O.S.T. standards for certification for equivalency only, with no reimbursement.

## LEGISLATION

Brief descriptions of each bill or resolution affecting P.O.S.T. were presented to the Commissioners. The following conclusions and recommendations were made:

### Senate Concurrent Resolution 47

It was recommended that P.O.S.T. not take an active part in this study.

### Assembly Concurrent Resolution 55 and Assembly Bill 1888

The Commission position on these bills covered these six points:

1. It should be shown that P.O.S.T. is implementing the S.T.A.R. Project.
2. It should be shown that P.O.S.T. has recognized the need for this type of study.
3. Part of the proposed study can be accomplished within S.T.A.R.
4. Those facets not accomplished through S.T.A.R. can be later carried out by the Commission.
5. For the above reasons, the Commission is opposing both the resolution and A.B. 1888.
6. If the above recommendations are not accepted, request that the resolution be remodeled; the Assembly, recognizing the need for the study, request the Commission to budget for and carry out the study.

### Assembly Bill 317

Since the Commission is no longer involved in this legislation, there was no position taken.

### Senate Bill 695

It was the sense of the Commission that it should not become a party of mandating anything that a city or county is required to pay an officer because of his personal achievements in acquiring P.O.S.T. certificates. It was the consensus that the Commission continue under the guidelines established as its legislative policy previously adopted.

Assembly Bill 907

Since the Commission is no longer involved in this legislation, there was no position taken.

Senate Bill 913

No position. It was stated that Senator Dymally had indicated he is willing to amend this bill to make it more acceptable. The bill is expected to go to interim committee hearings.

Senate Bill 941

No position. The Commission is not directly involved in this legislation.

Assembly Bill 1037

No position at this time. Any jurisdiction not participating in the P.O.S.T. program and not training its people in accordance with the P.O.S.T. standards will be required to meet the firearms training standards as prescribed in this bill. A future meeting with P & V Standards is planned to assist P & V Standards in setting training requirements for private guards under their jurisdiction. The biggest job this would impose on the Commission would be to set standards for reserve operations that are run by police departments. The bill calls for P.O.S.T. to set the requirements.

(This bill was defeated in the Senate Judiciary Committee 7-1-70, and is now dead.)

Assembly Bill 1055

No position.

Chairman Clark stated that in two C.C.C.J. proposals in the area of police-community relations, a stand had been taken and an agreement reached to increase the funding to study those particular proposals.

Assembly Bill 1166

No position.

It was suggested that if this bill is passed, some law enforcement people should be included on the advisory committees.

Assembly Bill 1589

Although no position can be taken to oppose, the Commission must



watch any changes of language in this amendment very carefully as well as A.B. 2320. It was suggested that the author of this bill be contacted to ascertain if he would permit an amendment to Penal Code Section 13523 which would permit the Commission to reimburse cities and counties more often than once annually.

#### Assembly Bill 2320

No position.

#### LONG-RANGE PLANNING AND PROGRAMMING

##### 1. Course Approval Policies

It was the staff recommendation that the present system of approving a school to present a course with approved curriculum be retained; with very few exceptions, certification remains subject to the continued evaluation review and inspection of quality control by staff.

Mr. Ball reported that there are now 262 separate certified courses operating in California. Many of these, such as Los Angeles Sheriff's Academy, are offering two or three classes at a time. Only four or five of these courses have been certified on a one-presentation-only basis and will be recycled for reconsideration.

Commissioner Houghton expressed the opinion that the Basic Course should be expanded to equip today's policeman for his complex job. The Los Angeles Police Department is considering a 9 or 10 month basic course. The Commission should, therefore, re-examine its Basic Course. He suggested a committee, structured within the Commission, to be responsible in certain areas of training or standards. The staff that is so assigned would present progress reports to insure the Commission full knowledge of problems and progress in each of the staff's activities.

In summary, Chairman Clark presented these points for consideration:

1. Number of basic academies.
2. What is the Commission's ultimate goal in course certification?
3. Should the number of courses be limited?
4. Is a particular course necessary?
5. What should be the life of a course certification?
6. To what extent should the staff inspect certified courses?

The Executive Officer stated that long-range plans provide for a fair level of inspection on the existing courses or schools. At the present time the course

coordinators in schools are relied upon extensively for inspection, control and information.

Commissioner Seares recommended that there should be fewer courses in operation the year round; that each should be adequately staffed so as to meet the requirements of a thorough inspection.

2. Policy and Procedures Manuals

Mr. Menconi reported that the P.O.S.T. internal and external manuals are near completion and will be ready for distribution soon; the internal manual will be published on or about September 1, 1970, and the external manual should be distributed by November 1, 1970.

Mr. Puddy reported that the Personnel Background Investigators Manual, which has been in the process of development for some time, is completed and will be distributed on or about September 1. It is planned that a series of seminars will be held periodically to train police background investigators.

3. Reimbursement Schedules

Reimbursement schedules, Plan A and B, as set forth below, have been previously adopted in the Regulations.

Plan A

1. 50% salary at starting date of course for number of hours approved by Commission (two-hour increments).
2. 50% of salary at starting date of course for number of hours approved by Commission (two-hour increments) plus 50% of actual cost of room and meals for training necessitating overnight stay at course site, as described in Specification 11 A. 2.

Examples:

- a. Basic Course - 50% of salary for 200 to 400 hours
- Supervisory Course - 50% of salary for 80 to 100 hours
- Advanced Officer Course - 50% of salary for 20 to 40 hours
- Community-Police Relations Course - 50% of salary  
for 54 hours
- Chemical Agent Training - 50% of salary for 8 hours

- b. Same as a. plus:

50% of actual cost of room and meals for overnight training.

Plan B

1. 100% of cost of tuition or course fee.
2. 100% of actual travel expenses as described below and in Specification 11 B.

Travel Allowance:

- a. For privately owned vehicle travel, 10 cents per mile is allowed for one round trip for the mileage from the claimant's headquarters to the site of the Executive Development Course and return to his headquarters. No additional mileage will be allowed.
  - b. When air travel is used, the actual tax-exempt cost of a coach-class flight is allowed.
  - c. For out-of-state travel by privately owned vehicle, the mileage allowance shall not exceed the total tax-exempt cost of a round-trip coach-class flight.
3. Per Diem Subsistence Allowance:
    - a. A maximum per diem subsistence allowance, calculated at the rate of \$1 per hour, or fraction thereof, up to \$24 is authorized for the full course length for claimants whose attendance necessitates their remaining away from their homes overnight.
    - b. When surface travel is used from headquarters to course site, the per diem subsistence allowance for period of travel shall not exceed 12 hours each way.

4. Commuters Expense Allowance

Trainees who commute daily from their homes to the course site and return are allowed travel and subsistence expenses at the rate of \$1 per hour to a maximum of \$12 daily, Specification 11 B. 2(c).

Examples: Executive Development Courses, Executive Development Seminars and Middle Management Courses

Plan C had been presented previously, but it was requested that the "fixed sum" plan be presented with alternate recommendations. Mr. Puddy presented the following for approval:

Plan C

Special or Technical Courses:

Beginning July 1, 1970, some Special or Technical Courses will be reimbursed by a fixed sum allowance for each trainee. This is designated as reimbursement Plan C. Unless specified either Plan B or C, all other Special or Technical Courses will be reimbursed under Plan A.

MOTION by Commissioner Seares, seconded by Commissioner McKenzie, carried unanimously that the fixed sum reimbursement schedule, Plan C, be adopted as presented, and applied where appropriate.

4. Should P.O.S.T. programs include:

a. Civilian Police Employees

The Executive Officer stated that the minority caucus proposed legislation early in 1970 to include civilian employees in reimbursable training programs, but this was delayed until 1971. Assemblyman Robert Crown, of the minority caucus, stated that their concern was with the cost of local government and particularly the cost of policing. The cost of local government would be lowered if the State helped to finance the cost of training civilian police employees who replace some policemen. In the proposal the Commission would make the determination as to what positions would be eligible for reimbursable training. The alternatives to agreement of the proposed plan were stated as:

- (1) Do not assist the cities in that kind of training for police-oriented civilian roles.
- (2) Provide staff consulting and help to set up courses for police-civilian employees. Present law requires that P.O.S.T. must give assistance in the training field when asked.
- (3) Go ahead with certification of courses, as by law the Commission has that authority for reimbursement.

After discussion in which Commissioner Houghton supported suggestion No. 2 above, the Commission felt it would exercise that authority it now has to advise and assist in setting up necessary curricula but with no

reimbursement. This task would be a low priority item in the staff work agenda.

b. Private Patrol and Security Training

It was concluded that most of this responsibility was that of another state department. If any part of the responsibility was not met within that department, legislation should add that responsibility or assign it to some other department. The recommendation was to oppose this type of function within P.O.S.T. because of its obligations to public service law enforcement.

c. Other Criminal Justice System Personnel

The staff reflected the opinion that P.O.S.T. should not involve its programs with other criminal justice system standards and training programs. Ideally there should be three separate commissions, e.g., Corrections Standards, Judicial Process, and Police Standards. C.C.C.J. should play a coordinating-planning role with P.O.S.T.'s cooperation to help make other criminal justice commissions begin their programs.

d. Financing of Extended Programs

Since no expansion of new or other reimbursable programs was proposed, no action was necessary on this item.

5. Legislation

a. Does Long-Range Planning require changes in existing law

- (1) To include more categories of police civilian employees reimbursable training courses?

Since there are no plans to undertake to include civilian training, no action indicated.

- (2) To change applicable laws in other codes, i.e., Government Code, citizenship, age, etc.?

A recent court decision questions whether citizenship is required to serve as a peace officer. If fully expanded, this decision may require changes in the Government, Penal, and possibly the Civil Code. P.O.S.T. Regulations may also require changes.

- (3) To effect additional financing for expansion of long-range programs?

None anticipated at this time.

- (4) To effect quarterly or continuous reimbursement vs. annual?

MOTION by Commissioner McKenzie, seconded by Commissioner Cash, carried unanimously that the necessary steps be taken to change Section 13523 Penal Code to allow more frequent than annual reimbursement to cities and counties.

- b. Need for involving commission members and staff in review of legislation.

- (1) Legislative Committee

It was agreed that two members of the Commission be appointed to work with the Chairman as an advisory group to give the staff official guidance on legislative action between commission meetings. The legislative committee is to be appointed by the Chairman.

6. Review of P.O.S.T.'s legal responsibilities as required by Act.

The Executive Officer reviewed the sections of the Penal Code which set forth the duties of each staff section: Education and Training, Section 13511; Personnel Standards, Section 13510 and 13512; Administrative Counseling, Section 13513; and Special Projects and Administration, Section 13503. The broad powers of the Commission have not been fully exercised inasmuch as the Code does not restrict it to any particular type of program. However, there are many constraints built into its power; judgment of the Commissioners themselves, financial fiscal control by the Legislature, Department of Finance, Legislative Analyst, the Attorney General, Board of Control, and the Governor.

Special Projects, completed, developed or planned and funded by the Peace Officer Training Fund or by federal grants, were reported as follows:

Federal - \*

P.O.T.F. - +

1. \* The two-year California Law Enforcement Recruitment Program
2. \* Social Disorder Prevention and Community Relations Instructor Training
3. + Police-Community Relations Leadership Training Program
4. \* Traffic Management Training Institute
5. + Peace Officer Certification Program
6. \* Project S.T.A.R. (grant request pending)

7. Program Goals and Needs - Current and Future

a. Education and Training

Mr. Ball described this staff functional duties as follows:

- (1) Certification and inspection of academies, colleges, universities and other training schools and facilities.
- (2) Development of curriculum, new specifications and re-evaluation of existing curriculum and its present effectiveness.
- (3) Cooperatively work with schools interested in presenting technical or special courses to provide guidance in course development and content.
- (4) Periodically approve each presentation of every course certified by the Commission. The present total is 263, including 62 non-reimbursable preservice college courses.
- (5) Counsel departments, academies, colleges, universities and state agencies to upgrade and improve existing training programs, advise on availability of resources, meet with advisory committees, work with coordinators of community colleges on program problems, and assist department training officers to achieve their goals.
- (6) Maintain quality control by conducting inspections, monitoring courses, examining curricula, analyzing critiques on courses, and maintaining course logs.
- (7) Special Training Programs
  - (a) Traffic Program Management Institute: Coordination and supervision of this program initiated by P.O.S.T. but conducted by the California Highway Patrol Academy under contract with P.O.S.T.
  - (b) Special program of the Course Equivalency Examination
  - (c) Development of the special courses required by law and courses in the Specialized Law Enforcement Certification Program such as the Investigators, Constables and Marshals Course.

Because of lack of sufficient staff, these duties are not being carried out to

the degree necessary for full effectiveness. By putting services on a priority basis, it is possible to do only those duties essential to a minimum level of performance.

It was the consensus that until such time as sufficient staff is available to thoroughly perform all duties of the Education and Training function, the duties should be placed in the following order of priority:

1. Quality control.
2. Certification and approval of courses.
3. Training and education counseling.
4. Development of curricula.
5. Special training programs.

Chairman Clark stated that a staff of 4.5 personnel in Training and Education is totally inadequate. Hence, priorities of things to be done should also be established, namely:

1. Augment the staff between this date and F. Y. 1971-72. As the staff is augmented, the functional priorities can be broadened.
2. The overall staff salaries and the compaction must be resolved.

MOTION by Commissioner Cash, seconded by Commissioner Fabbri, carried unanimously that the Training and Education projected manpower of 8.5 consultants and 4.5 clerical staff for F. Y. 1971-72 be approved.

Because of the large number of basic academies now existing, Commissioner McKenzie requested that the number of certified academies be controlled. This policy is currently being pursued by the staff.

#### 7.b. Personnel Standards

Mr. Sherrill reported that the Commission has set a goal that every agency receiving reimbursements in the P.O.S.T. program should be inspected at least annually. To achieve this goal will take five professional staff, or an addition of three consultants. There are now approximately 540 agencies to be inspected -- 400 police and sheriff agencies and 140 specialized law enforcement agencies. Two clerical employees are necessary to support the requested consultant positions.

MOTION by Commissioner Houghton, seconded by Commissioner Cash, carried unanimously that the projected Personnel Standards manpower of 5.5 professional and 2.5 clerical personnel for F. Y. 1971-72 be approved.



7. c. Administrative Counseling

Mr. Toothman presented a brief background and reported on the surveys of this section. Since the inception of the program, surveys in 17 cities have been completed, and work in two agencies is now being done. Seven requests for police department surveys are pending, plus requests from Region VI and Region IX (Tuolumne, Mariposa, Mono and Inyo Counties) for surveys of the whole region as it relates to CCCJ studies. Counseling services have been furnished to several police departments, plus a survey of the Madera County Sheriff's Department and an anticipated feasibility study for the consolidation of police services. In terms of priorities, Mr. Toothman felt the survey work and the preparation of the report were most important. Because of the quantity of work, the implementation of the surveys has not been as complete as desirable. Also neglected had been the research and development work which is a natural concomitant of surveys.

Mr. Toothman felt the constraint of employing and developing consultants into survey work requires one year to 18 months. Since it has proven to be virtually impossible to accumulate a list of experts with whom to contract for special consultant assistance, the need for additional staff is even greater. To do a good job in all facets of the survey work, consultant positions should be increased to 13.5 with an additional four clerical positions.

MOTION by Commissioner Houghton, seconded by Commissioner Seares, carried unanimously that the projected Administrative Counseling manpower of 13.5 professional staff and 6.5 clerical personnel for F. Y. 1971-72 be approved.

Commissioner Houghton recommended that for the rest of this fiscal year some priorities should be established; namely that implementation become a part of any survey that is made.

The Executive Officer suggested that a future aid to Administrative Counseling would be the development of guidelines for city managers that would relate to the police agency. Mr. Toothman concurred and felt a textbook would be very helpful for city managers concerning what to look for in a police organization.

It was the sense of the Commission that the committee previously appointed to form guidelines for Administrative Counseling activities be re-activated with a view toward keeping the Commission apprised of survey findings as each survey is completed.

7.d. Special Projects and Administration

Mr. Menconi reported the functions of this section as follows:

- (1) To provide administrative, fiscal, planning and research support to the Commission's operations; to process claims for reimbursement from jurisdictions which have completed certified courses; to evaluate requests for P.O.S.T. certificates and issue the appropriate certificates to those officers entitled to receive them.
- (2) To plan for the implementation of and to provide administrative and fiscal directions for federally financed and other special projects developed or managed by P.O.S.T.

Because of heavy workload increases in the certification program (from 12,500 applications to approximately 15,200 by F.Y. 1971-72), and the increase of reimbursement claims by an estimated \$2,000,000 by F.Y. 1971-72, four additional clerical positions plus two research technicians were necessary.

MOTION by Commissioner McKenzie, seconded by Commissioner Cash, carried unanimously that the Special Projects and Administration manpower of 3.5 professional staff and 10.5 clerical personnel for F.Y. 1971-72 be approved.

ADOPTION OF MULTI-YEAR BUDGET

Mr. Puddy explained the P.O.S.T. Budget Projection Chart for F.Y. July 1, 1969, to F.Y. June 30, 1979, and explained the projected fund balance and expenditures.

The P.O.S.T. Budget Projection Chart is set forth as Attachment "C".

The Multi-Year Program Statement of the 1971-72 Budget was reviewed.

MOTION by Commissioner Cash, seconded by Commissioner Fabbri, carried unanimously, that with the corrections that are needed, the Multi-Year Program Statement of the 1971-72 Budget be adopted as presented.

The Multi-Year Program Statement of the 1971-72 Budget is set forth as Attachment "D".

Mr. Puddy discussed salary problems which are preventing P.O.S.T. from acquiring the caliber of people desired to fill the projected additional professional staff. In order to increase the salaries of the men at the consultant level, the compaction against the Executive Officer's salary must be released. To establish a higher salary level for the Executive Officer, comparable positions within the State government must be researched. Commissioner Houghton requested that the office within the Department of Finance that establishes the exempt position salaries be petitioned to re-examine and reclassify upwards the salary of the Executive Officer.

The Chairman directed the staff to gather the information as it pertains to the Executive Officer's salary and the compaction. From a discussion on this subject at the next commission meeting, a plan should be evolved to go to the necessary persons, including the Governor, before the end of the calendar year, and make a strong presentation of the problem.

#### OLD AND NEW BUSINESS

##### Executive Certificate

It was the sense of the Commission that the request from the Police Chiefs' Association for P.O.S.T. to establish an executive certificate be referred back to the committee of the Police Chiefs' Association. By way of a formal letter, these four comments should be made:

1. The idea of the executive certificate, as presented, is not acceptable by the Commission.
2. There is a necessity to upgrade police management, and the proposal from the Police Chiefs' Association for the executive certificate falls short of this goal.
3. Management skills should be developed through stringent requirements developed to include at least 400 hours of college level courses covering such topics as statistics, budgeting, and program planning and motivation.
4. Such a program should not contain a seniority or "grandfather" clause.
5. P.O.S.T. is in the process of preparing a package for the Commission to review on specific suggestions for an executive certificate.

Chairman Clark suggested the executive certificate be available to personnel at the top, 2nd and 3rd level from the top. The third level to include at least Inspector. There would have to be some clear definitions to set forth rank limitations.

Commissioner Houghton requested that in addition to the development of a formal curriculum, there must also be developed a parallel experience level requirement for the executive certificate.

#### Proposed Reimbursement Plans

Reimbursement Plans were covered under Long-Range Planning and Programming Agenda Items 3 and 5 a. (4).

#### Film Library

Following a discussion covering the cost to P.O.S.T. of approximately \$60 per year, the following action was taken:

MOTION by Commissioner Seares, seconded by Commissioner Fabbri, carried unanimously that P.O.S.T. assist the California Police Officers' Association in maintaining a central film library to promote better training programs throughout the State.

#### P.O.S.T. - P.A.R. Grant Request

It was the sense of the Commission that a proposal should be submitted to L.E.A.A. which requests \$75,000 in discretionary funds for the purpose of developing P.O.S.T. - P.A.R. (Peace Officer Standards and Training - Police Administrative Review), a technique for police management self-evaluation of police agencies, which would expand the P.O.S.T. counseling service. It was requested by Commissioner Houghton that a preliminary draft be submitted by or before the next commission meeting; the draft to outline the concept and responsibilities.

#### Grant Request for Center for Police Administration

It was the consensus of the Commission that P.O.S.T. should submit a proposal to L.E.A.A. for the development of a police management center for the Western States operating in conjunction with and supervised by the staff of the Commission.

#### DATE AND PLACE OF NEXT MEETING

The next scheduled meeting of the Commission was set for September 2 and 3 in San Diego.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

714 P Street, Room 1508  
Sacramento, California 95814

FINANCIAL REPORT  
May 31, 1970

REVENUE

Balance P.O.T.F. 6-30-69	\$ 3,065,823
Revenue in Fiscal Year 69-70	<u>7,366,283</u>
Total	\$10,432,106
Less 69-70 Fiscal Year Administrative Expenditures and Encumbrances	<u>383,310</u>
Balance as of 5-31-70	\$10,048,796
Claims Received To Date	<u>2,782,804</u>
Total Cash Resources	<u><u>\$ 7,265,992</u></u>

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SOURCE OF REVENUE

1968-69

Penalties on Traffic Violation	\$ 569,260
Penalties on Felony Conviction	<u>418,209</u>
Total From 1968-69	\$ 987,469

1969-70

Penalties on Traffic Violations	\$ 3,894,609
Penalties on Felony Convictions	<u><u>2,484,205</u></u>
Total Current Fiscal Year 1969-70	\$ 7,366,283

# Memorandum

: Gene S. Muchleisen  
Executive Officer  
Commission on P.O.S.T.

Date : May 29, 1970

Carl R. Ball, Senior Consultant  
From : Commission on Peace Officer Standards and Training

Subject: COURSE CERTIFICATION AGENDA, June 12 and 13, 1970

## PRE-SERVICE

## Hours

Saddleback College

## MIDDLE MANAGEMENT

San Jose State College  
San Bernardino

108

## ADVANCED OFFICER

Golden West College

80

## TECHNICAL & SPECIAL

### School

### Course

### Hours

~~Alameda Co. S. A. Crime Scene Field Technician Training 40~~

Calif. Hwy. Patrol Driver Trng. Instructors Course 232

Los Angeles P. D. Detective School 40

Los Angeles P. D. Motorcycle Officer Training School 136

Los Angeles P. D. Vice School 40

Marin, College of Advanced Criminal Investigation 20

Moorpark College Auto Theft Investigation Inst. 18

Napa College Auto Theft Investigation 36

Napa College Techniques of Scientific Inv. 108

San Jose City Coll. Advanced Investigative Photography 20

TECHNICAL & SPECIAL (continued)

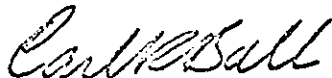
<u>School</u>	<u>Course</u>	<u>Hours</u>
Antelope Valley Coll.	Community-Police Relations	54
Canyons, Coll. of the	"	48
Citrus College	"	54
El Camino College	"	54
Santa Monica City Coll.	"	54
Southwestern College	"	54

RE-CERTIFICATION (Technical & Special Course)

San Jose State Coll.	Auto Theft Investigators Workshop	30
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COMMISSION APPROVAL FOR HEARING

Investigators Course	200 mini
Marshals and Constables Course	200 mini



CARL R. BALL  
Senior Consultant  
Education & Training Section

Enclosures

# P.O.S.T. BUDGET PROJECTIONS

1969 - 1976

	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75	1975-76
Balance From previous Year	3,065,823	6,354,823	8,100,053	8,848,676	9,061,787	8,619,626	7,503,464
Estimated Revenues	7,200,000	7,380,000	7,560,000	7,749,000	7,942,725	8,141,293	8,344,825
TOTAL	10,265,823	13,734,823	15,660,053	16,597,676	17,004,512	16,760,919	15,848,289
Reimbursements	3,500,000	5,168,770	5,685,647	6,254,211	6,879,632	7,567,595	8,324,354
Administration	411,000	466,000	1,125,730	1,281,678	1,505,254	1,689,860	1,974,273
TOTAL EXPENDITURES	3,911,000	5,634,770	6,811,377	7,535,889	8,384,886	9,257,455	10,298,627
Balance	6,354,823	8,100,053	8,848,676	9,061,787	8,619,626	7,503,464	5,549,662

## COSTS BY SECTION

Administrative Counseling	31.8% 130,463	29.2% 136,225	38.7% 435,705	38.6% 494,455	36.1% 543,897	35.4% 598,277	33.3% 658,096
Education and Training	24.4% 100,630	29.2% 136,225	24.9% 279,955	26.3% 336,147	27.7% 417,465	29.7% 493,311	30.4% 600,369
Personnel	19.1% 78,375	16.6% 77,069	15.6% 175,465	15.0% 193,011	14.1% 212,311	13.8% 233,538	13.1% 256,889
el Projects & Administration	24.7% 101,532	25.0% 116,499	20.8% 234,605	20.1% 258,065	22.1% 331,581	21.6% 364,728	23.2% 458,919
TOTAL RETRIBUTIVE COSTS	(5.7%) 411,000	(6.31%) 466,000	(14.9%) 1,125,730	(16.5%) 1,281,678	(18.9%) 1,505,254	(20.7%) 1,689,860	(23.6%) 1,974,273

Attachment



Commission on Peace Officer Standards and Training

Multi-Year Program Statement

1971-72 Budget

In response to Section No. 6821 S.A.M., the following information relating to the 1971-72 Budget has been developed.

NEED

Peace Officer Education and Training

The need for a statewide coordinated training program for the State's local peace officers was recognized as early as 1936 when the first steps were taken through the State Department of Education to provide some form of state level program for training local peace officers. By 1959 it was apparent that previous efforts expended in this direction fell short of providing an adequate program for training officers. In addition, it was found that the limited program then existing did nothing to insure selection of qualified peace officers through examination of their moral, physical and mental capacities to carry out the duties of their positions.

The enactment of Chapter 1823, Statutes of 1959, created the Commission on Peace Officer Standards and Training which has undergone legislative changes in 1963, 1967, and in 1968, all of which were designed to increase the effectiveness of the Commission through better financing and increased services.

As of July 1, 1969, there were 410 cities and counties operating their own police agencies. These departments employed 34,000 sworn officers of which number approximately 3,800 had been hired during the previous twelve-month period. The P.O.S.T. program insured that each of these newly employed officers were selected and trained according to Commission-established statewide standards.

As a matter of convenience to the individual departments and for greater operating economies, the Commission has certified 45 basic courses which are offered in police training schools and community colleges located throughout the State. In addition, over 60 college degree programs in community colleges have been certified to provide needed continuing education and training for the State's city and county peace officers and to meet the educational needs of young men beginning a career in law enforcement.

Forty-four supervisory courses are offered in community colleges and police training facilities; nine middle management courses are offered in state colleges and universities; two executive development courses and two executive development seminars are available; advanced officer courses designed to upgrade the duty performance of experienced officers are offered in 20 institutions; and 48 technical and special training needs of the police to aid in the accomplishment of all law enforcement objectives.

In 1968, the Assembly passed House Resolution 20 requesting the Commission to implement an extensive training program for qualified local peace officers in community-police relations leadership. This course has been developed and the schedule calls for training 180 officers by June 1971. The University of California, at Los Angeles, San Diego State, and San Jose State Colleges have interagency agreements with the Commission to carry out this vital program that will provide every department, having need, with a staff of experts to develop and sustain a successful program of community-police relations.

A federal grant of \$20,000 has been obtained to develop a training program for rank and file officers in community relations and riot prevention. This program will parallel the development and implementation of the community-police relations leadership training program.

A grant has been obtained from the U.S. Department of Transportation to train more than 400 police traffic managers. This training is essential to efforts to decrease the loss of life and resources resulting from traffic accidents. One class per month of 25 officers each beginning in January, 1970, will be continued until May, 1971. The State Business and Transportation Agency has indicated that efforts will be made to obtain further federal funds to continue this program beyond May, 1971, to insure that all local governments in California have an adequate number of trained police traffic management specialists.

Assembly Bill 478, passed in 1969, requires that each officer in the State be trained in the use of tear gas. The Commission was required to prepare a course of instruction in this technical subject. To lessen the cost impact on local government of this legislation, training costs are being partially reimbursed by the Commission. Approximately 30,000 local officers will receive this training during calander year 1970 and 71 and approximately \$750,000 will be reimbursed to their jurisdictions.

In Fiscal Year 1969-70, 2,723,300 man hours or 340,412 man days of training will be given. This training will cost local government \$14,978,000 in salaries for which reimbursements of approximately \$5,000,000 will be paid from the Peace Officer Training Fund administered by the Commission.

#### Personnel Standards

To insure that all officers employed by departments meet minimum physical, moral and mental standards, inspections are conducted of participating jurisdictions to determine if they are complying with selection standards. Each of the more than 400 departments in the State which are eligible to receive reimbursement payments from the Peace Officer Training Fund should be inspected at least once each year to determine compliance with the selection and training standards and to ascertain if the P.O.S.T.-sponsored training courses attended by local officers are fulfilling their purpose. This part of the Commission's

program is essential to the successful operation of the training function and prerequisite to the implementation of the Administrative Counseling Service.

A specialized law enforcement certification program encompassing 140 agencies of State and local government began operations in January, 1970. Periodic inspections of these agencies to determine compliance with standards is also necessary.

#### Administrative Counseling Service

Section 13513 of the Penal Code in the 1967 revision of the Peace Officer Standards and Training Act reads as follows: "Upon the request of a local jurisdiction, the Commission shall provide a counseling service to such local jurisdiction for the purpose of improving the administration, management or operations of a police agency and may aid such jurisdiction in implementing improved practices and techniques."

After nine years of field operations, it is apparent to the Commission that the basic problem involved in improving the quality of police service to the citizens of California is twofold:

1. The selection and training of personnel,
2. Support and guidance to department administrators  
in their task of coping with the increasingly complicated  
law enforcement problems of the times.

Administrative counseling service, envisioned by Section 13513, provides three major services to local jurisdictions by P.O.S.T. consultants assigned to this element:

1. Identification and evaluation of administrative problems.
2. General surveys involving extensive review and analysis of an agency's total operation, and specialized surveys limited to an examination of specified areas.
3. Staff assistance to insure prompt and effective implementation of survey recommendations.

The conduct of the survey includes the preparation of a written report which analyzes the problems and recommends actions to be taken for their solution. Surveys will normally be handled by the full-time consultants of the P.O.S.T. staff. The implementation of the survey recommendations may, in many cases, entail the temporary employment of special consultants.

While most services are made available to local governments without cost, some specialized and general surveys may require a financial contribution by local governments. The cost to be borne by the Commission and the client agency will be specified by a contract.

The Commission is convinced that these are the most economical and effective services that can be provided by the State to local governments for the overall improvement of their law enforcement agencies.

Local governments spend over \$480,000,000 per year to support the 34,000 peace officers and 6,000 civilians employed in the operation of their 410 police agencies. The application of the accepted principles of good police management by department heads and their assistants will return many times over the costs expended by the Commission to improve the administration of those departments which request counseling services.

#### PROGRAM OBJECTIVE

In 1968, the Legislature provided the P. O. S. T. program an adequate financial base for its present operations. The Commission is working to achieve the objectives stated when the Peace Officer Standards and Training Act was enacted in 1959 and subsequent objectives identified in later revisions of the Act. The stated objectives of the Commission's program are:

1. To raise the level of competence of local law enforcement officers:
  - a. By establishing minimum standards relating to physical, mental, and moral fitness which shall govern the selection of city police officers and peace officer members of county sheriffs' departments, and
  - b. By establishing minimum standards for training such officers.

2. To provide such services to local law enforcement as are authorized by law.

The Commission's staff is organized to carry out the program in four elements: Peace Officer Education and Training; Personnel Standards; Administrative Counseling; and Special Projects and Administration. These elements are described in detail below:

#### Peace Officer Education and Training

The Education and Training Section maintains continuous liaison with more than 100 colleges and training schools.

When local police agencies inform this office that a training course is needed in a particular geographical area, contact is made to other departments in the area and with the nearest community college. A program advisory committee is appointed by the college, made up largely of law enforcement agency heads in the community. The Commission consultant meets with the committee with the view of determining the economic, geographic, and strategic need for the course. If possible, the course is offered within the framework of the community college since colleges usually possess the physical facilities and the broad-based financial support needed to offer the course at the lowest cost to the community. The Commission assists the college in implementing the course, utilizing to the fullest the services of other State and local agencies to insure high quality in the



course offering. This same procedure is used to establish P.O.S.T.-certified courses in police and sheriffs' department-operated training schools, in State colleges, and in public and private universities.

The Commission exercises at least functional supervision over a certified course in the school or college. As many inspections as possible are made by the Commission staff to insure that the specific course objectives are met.

Course development, research counseling and implementation consume much of the time of the present staff of four professional and two clerical personnel. The servicing of more than 250 courses presented in 125 separate institutions from El Centro to Eureka requires at least 8,000 man hours annually to maintain course quality alone through counseling of staff, inspections, and monitoring of schools.

Course development and research and supervision of staff personnel require at least three professional staff members. A total professional staff of eight with at least four clerical staff members will be needed within the next four years to maintain what has been described as the most extensive police education and training complex of any state in the Union.

#### Personnel Standards

Strong emphasis on this component of the P.O.S.T. program was made in the original legislation in 1959 and has been reinforced by

legislative amendments since enacted. Section 13512 of the Penal Code provides:

"Inquiries by Commission. Adherence to Standards.

The Commission shall make such inquiries as may be necessary to determine whether every city, city and county, and county receiving state aid pursuant to this chapter is adhering to the standards for recruitment and training established pursuant to this chapter."

P.O.S.T. staff consultants call on jurisdictions in the field and make inspections designed to establish that those cities and counties inspected are adhering to standards established by the Commission. The inspection process includes an examination of the procedures used by the jurisdiction to select, train and employ law enforcement officers. Suggestions are made on how to improve the methods used in these functions. If in the course of the inspection operational or structural defects in the department are revealed, the department head is made aware of the defects and invited to use the Commission's services to correct them.

Extensive investigations are frequently necessary to establish facts concerning apparent failure of a local department to meet employment standards. The result of such investigations furnishes the Commission with facts on which decisions are based. Such decisions by the

Commission may require a participating jurisdiction to discharge a sworn officer who does not meet the minimum standards.

A necessary function performed by this element entails liaison calls on those jurisdictions not yet participating in the P.O.S.T. program. Advice and counsel are given in order to assist the agency in organizing to meet standards.

This section is required to train and counsel police personnel in local departments selected to conduct background investigations of newly recruited officers. Failure of a city to adequately investigate the background of newly employed officers is a deficiency which frequently leads to the employment of an unqualified police officer. Consultants first contact the head of the police agency to establish proper rapport for later dealings with the client jurisdiction. However, if he is indifferent to standards or has shown bad faith in his dealings with the Commission, a consultant may seek to deal directly with other responsible city or county officials to obtain remedial action.

To adequately perform the function of annually inspecting an average of 400 general police agencies and 140 specialized police agencies, a total of 8,640 man hours are required. This equates to five professional staff members who will require the clerical and typing support of two clerical employees.

### Administrative Counseling Services

To insure continuing amicable relations between the State government and a local jurisdiction, the Commission as a matter of policy requires that the administrative counseling services be requested in writing.

When appropriate, a written agreement or contract is executed.

When counseling services are provided by the P.O.S.T. full-time staff, no financial charges are made of the jurisdiction served. However, when part-time specialized consultants are required, the cost of the special consultant's expenses and fees may be provided for by mutual agreement.

The staff conducts continuing studies and research to uncover new developments in policy administration and adapts these developments to the needs of local agencies.

Staff assistance is made available to a city or county in the implementation of a completed survey or counseling recommendation and for the purpose of evaluating the department's progress in its efforts to implement the survey recommendations. Recommendations are based upon proven techniques and procedures which have been determined by the staff to best suit the needs of the surveyed agency.

The jurisdiction requesting counseling services control distribution of survey findings and recommendations.

## WORK PLAN

### Peace Officer Education and Training

In January, 1961, two months after the start of P. O. S. T. field operations, 72 cities and counties containing 62% of the State's population were eligible to participate in the program. During the next nine years, 401 (89%) of the State's 460 cities and counties encompassing 99% of the State's population have voluntarily become active participants in the program.

In 1961 less than 400,000 man hours of police training were received by the 24,500 officers in the State; in 1968-69, 2,120,000 man hours of police training were received by the 33,000 peace officers in the State. An estimated 2,723,300 man hours of training will be given during Fiscal Year 69-70. Reimbursements totaling \$4,927,400 are allocated for this training.

At the start of 1961, 17 schools were giving basic training to 1,150 officers. In 1970, 45 Commission-certified basic schools are in operation in convenient locations throughout the State to service many of the local police agencies' training needs. More than 3,600 recruit officers were trained in 1968-69.

In 1961, there were 23 junior colleges offering police science courses or degree programs. By 1970, the Commission had certified a total of 60 pre-service college police science degree programs.

The Commission's policy to certify pre-service college programs has greatly increased the educational level of police officers recruited from these programs. A significant number of these men are employed without the necessity of costly local training. The same program has brought about an increase in the number of educational and financial incentive plans in which cities and counties pay a higher salary to officers possessing advanced education. This has resulted in a greatly increased enrollment of pre-service students and in-service officers in the readily available educational and training programs in colleges throughout the State. Board of Governors, California Community Colleges, reported that the enrollment in the past six years in the community college police science programs has doubled and now there are over 25,000 enrollees. Thus, there are more police science enrollees than in any of the other of the 140 different trade and technical courses offered in community colleges. The Commission has certified nine middle management and four executive development courses at State colleges and universities. Forty-eight special and technical courses, designed to provide the special training and education needed by police to handle complicated tasks, have been certified. An estimated 1,400 officers will attend these courses during Fiscal Year 1969-70.

#### Additional Anticipated Workload

The 1970 Legislature is considering a bill to require training in firearms usage by all classes of peace officers, regular and reserve, as well as

private persons authorized by law to carry firearms in the course of their work. If passed, this law would impose an additional training responsibility on the Commission and certified local training schools and colleges. In addition to the 4,000 recruit officers annually receiving firearms training, an estimated 15,000 other officers and private persons would be required to undergo firearms training on a one-time basis and thereafter at a rate of about 2,000 per year.

Assembly Concurrent Resolution No. 55 (1970) proposes to conduct a study of status of all peace officers identified in Penal Code Section 830 for the purpose of determining their standards and training needs. The Resolution indicates that the Commission may be authorized to set standards for all classes of public peace officers. If new laws result as suggested, at least 10,000 additional individuals would become subject to the P.O.S.T. program.

#### Personnel Standards

Only spot checks have been possible during the past five years to determine if local departments are maintaining standards established by the Commission Regulations. The growth of the total Peace Officer Standards and Training Program has created an administrative workload that cannot be accomplished without additional staff. The requested three additional consultant positions for Fiscal Year 1971-72 will enable the Personnel Standards staff to spend more time in making realistic inspections of participating jurisdictions so as to insure total compliance with the program.

The Personnel Standards element has presently two professional staff members and one-half the time of a stenographer. This permits not more than one inspection each two years of local police agencies. Since a minimum of 16 hours of staff time is necessary to complete a single inspection, at least three additional professional staff members are necessary to achieve the goal of one staff inspection annually of each of the 540 local and State police agencies subject to inspection. The service of two clerical staff is essential to provide typing and reporting support to this section.

No provision is made for the training of local personnel background investigators in the staffing of this section. The proposed professional and clerical staff will be expected to accomplish this task without further assistance.

#### Administrative Counseling

Implementation of this service began with one professional staff member in October, 1968. At present, four professional and two clerical personnel are engaged in conducting in-depth surveys of at least twelve departments annually. Initially, estimates were made that many of the problems of local government could be solved through oral counseling. Experience has shown that complete surveys are necessary to the rendering of high quality service. The services are made available free of charge to requesting departments. To provide surveys at six-year intervals to each of the approximately



400 city and county jurisdictions which may request such services (66 per year), a staff of 22 professional and 11 clerical personnel would be necessary. It is expected, however, that no more than about 60% (240 jurisdictions) will avail themselves of survey services over a six-year span. To accomplish this workload, a staff of 13 professional and six clerical personnel will be required by Fiscal Year 1971-72. Present workloads require at least nine additional professional staff and four clerical employees to increase output to 36 surveys annually.

#### Special Project and Administration Element

In previous years this element was listed as Administrative Support to the three line elements of Peace Officer Education and Training, Personnel Standards, and Administrative Counseling.

The growth of the certification program which was designed to establish a specific education, training and experience standards for operating police personnel, the implementation of federally funded projects and other special Commission programs are carried out by this section until they are in full operation. The vital function of processing claims against the Peace Officer Training Fund including verification of accuracy, compliance with regulations, and correspondence necessary to effect corrections is carried out by this element.

The increasing importance of the Peace Officer Certification Program has developed a need for a system of adequately processing applications for the award of these certificates and requires the undivided attention

of several qualified clerical employees who possess the training and the judgment to evaluate college transcripts, training records, and other documentary evidence of the completion of certain educational achievements to qualify for these certificates. At the present time, there are approximately 45,000 officers in city, county, and State government who are eligible for the award of a P.O.S.T. certificate which attest to their professional growth and achievement. It is estimated that 12,500 applications for certificates will be processed during the Fiscal Year 1969-70 and 14,500 during Fiscal Year 1970-71. In 1971-72 a total of 15,225 certificates are expected. The steady growth in the number of certificates to be processed has created an unusual workload among the present two full-time employees assigned to this function. The services of two part-time clerical employees have been utilized to handle the unprecedented workload that has developed because of the interest shown in the certificate program. Where this function was partially carried out in the Personnel Standards Section previously, the Special Projects and Administration Element has undertaken the expanded program and will require the addition of at least three clerical employees to continue the program at its present rate of growth.

The number of individuals for whom claims for reimbursement have been received has now increased to about 11,000 per year. This increase has been brought about by the expanding education and training program.

It is anticipated that this growth will continue and one additional clerk at the senior level will be needed to supervise the processing of these claims. Mathematical verification of the accuracy of the claims is accomplished at the Fiscal Office of the Department of Justice, but determining the validity and legality of each of the claims is accomplished in the P.O.S.T. office. A clerk of the senior level would insure that the technical processes used in evaluating and tabulating these sums claimed by participating agencies are accurate and are in keeping with Commission Regulations.

Technical employees to staff a Planning and Research Unit within the element would consist of two research assistants. This unit would render services to all sections, but primarily to the Administrative Counseling Section and the Education and Training Section. Each survey report compiled by the Administrative Counseling Section averages about 50 pages, approximately one-fourth of these pages are charts, graphs and tables. Information necessary to develop this data is now being researched by P.O.S.T. consultants and could be more economically developed by a trained research assistant.

**DEPARTMENT OF JUSTICE**  
**PROGRAMMING and BUDGETING SYSTEM**

**OUTPUT DATA**

PROGRAM	Actual 1968 - 69	Estimated 1969 - 70	Estimated 1970 - 71	Estimated 1971 - 72	Estimated 1972 - 73	Estimated 1973 - 74	Estimated 1974 - 75	Estimated 1975 - 76
ELEMENT ALL								
COMPOENT								
ELEMENTS								
Administrative Counseling	$\frac{2}{1.5}$	$\frac{4.5}{2}$	$\frac{4.5}{2.5}$	$\frac{13.5}{6.5}$	$\frac{13.5}{7.5}$	$\frac{13.5}{7.5}$	$\frac{13.5}{7.5}$	$\frac{13.5}{7.5}$
Education & Training	$\frac{1.3}{1.0}$	$\frac{3.5}{1.5}$	$\frac{4.5}{2.5}$	$\frac{8.5}{4.5}$	$\frac{9.5}{4.5}$	$\frac{10.5}{5.5}$	$\frac{11.5}{5.5}$	$\frac{12.5}{6.5}$
Personnel Standards	$\frac{1.5}{2.5}$	$\frac{2.5}{1.5}$	$\frac{2.5}{1.5}$	$\frac{5.5}{2.5}$	$\frac{5.5}{2.5}$	$\frac{5.5}{2.5}$	$\frac{5.5}{2.5}$	$\frac{5.5}{2.5}$
Special Projects & Administration								
Riot Prevention and Community Relations Training Program		$\frac{1.5}{4.5}$	$\frac{1.5}{6.5}$	$\frac{3.5}{10.5}$	$\frac{3.5}{10.5}$	$\frac{4.5}{11.5}$	$\frac{4.5}{11.5}$	$\frac{5.5}{12.5}$
Traffic Program Management Inst.		$\frac{.5}{1}$	$\frac{.5}{1}$					

**INPUT DATA**

PROFESSIONAL/TECHNICAL (MAN-YEARS)	4.8	12.5	14.0	31	32	34	35	37
CLERICAL (MAN-YEARS)	5.0	10.5	14.5	24	25	27	27	29
TOTAL PERSONNEL REQUIREMENTS (MAN-YEARS)	8.8	23.0	28.5	56	57	61	62	66
SUPPORT COSTS	212,653	411,000	466,000	1,125,730	1,281,678	1,505,254	1,689,860	1,974,273

# DEPARTMENT OF JUSTICE PROGRAMMING and BUDGETING SYSTEM

## OUTPUT DATA

PROGRAM		COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING									
ELEMENT		ASSISTANCE TO CITIES AND COUNTIES									
COMPONENT											
WORKLOAD INDICATORS		Actual 1968 - 69	Estimated 1969 - 70	Estimated 1970 - 71	Estimated 1971 - 72	Estimated 1972 - 73	Estimated 1973 - 74	Estimated 1974 - 75	Estimated 1975 - 76		
Jurisdictions Participating		420	540	610	620	647	660	660	660		
Management Surveys Conducted		3	12	12	36	36	36	36	36		
Consultant & Certification Services Performed for Schools		187	195	280	425	540	540	630	630		
Officers Receiving Training (Recruit, Advanced, Technical)		5,104	17,800	17,700	14,500	15,225	15,985	16,785	17,625		
Compliance Inspections Made		75	140	220	540	540	540	540	540		
Certificate Applications Processed		6,700	12,500	14,500	15,225	15,985	16,285	17,625	18,400		
Claims for Reimbursement Processed		6,500	11,000	12,000	12,600	13,230	13,890	14,585	15,314		

## INPUT DATA

PROFESSIONAL/TECHNICAL (MAN-YEARS)	3.8	12.5	14.0	31	32	34	35	37
	5.0	10.5	14.5	25	25	27	27	29
TOTAL PERSONNEL REQUIREMENTS (MAN-YEARS)	8.8	23.0	28.5	56	57	61	62	66
SUPPORT COSTS	2,717,266	3,500,000	5,168,770	5,685,647	6,254,211	6,879,632	7,567,592	8,324,354

# DEPARTMENT OF JUSTICE PROGRAMMING and BUDGETING SYSTEM

## OUTPUT DATA

COMMISSION ON PEACE OFFICERS STANDARDS AND TRAINING											
PROGRAM	ELEMENT	SPECIAL PROJECTS AND ADMINISTRATION									
COMPONENT											
WORKLOAD INDICATORS		Actual 1968 - 69	Estimated 1969 - 70	Estimated 1970 - 71	Estimated 1971 - 72	Estimated 1972 - 73	Estimated 1973 - 74	Estimated 1974 - 75	Estimated 1975 - 76		
Certificate Applications Processed		6,700	12,500	14,500	15,225	15,985	16,785	17,625	18,400		
Claims for Reimbursement Processed		5,500	11,000	12,000	12,600	13,230	13,890	14,585	15,314		
Planning & Research Projects		-0-	-0-	-0-	36	36	36	36	36		
Special Projects Coordinated		-0-	2	4	2	3	3	4	4		

## INPUT DATA

PROFESSIONAL/TECHNICAL (MAN-YEARS)		in	1.5	1.5	3.5	3.5	4.5	4.5	5.5		
CLERICAL (MAN-YEARS)		Personnel Standards	4.5	6.5	10.5	10.5	11.5	11.5	12.5		
TOTAL PERSONNEL REQUIREMENTS (MAN-YEARS)			6.0	8.0	14.0	14.0	16.0	16.0	18.0		
PERCENT OF ADMINISTRATIVE BUDGET		-0-	24.7 101,532	25.0 116,499	20.8 234,605	20.1 258,065	22.1 331,581	21.6 364,728	23.2 458,919		
SUPPORT COSTS											

COMMISSION ON PEACE OFFICERS  
STANDARDS AND TRAINING

[illegible]

## PROFESSIONAL/TECHNICAL

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## SUPPORT COSTS

# DEPARTMENT OF JUSTICE PROGRAMMING and BUDGETING SYSTEM

## OUTPUT DATA

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING									
ELEMENT EDUCATION AND TRAINING									
COMPONENT									
WORKLOAD INDICATORS	Actual 1968 - 69	Estimated 1969 - 70	Estimated 1970 - 71	Estimated 1971 - 72	Estimated 1972 - 73	Estimated 1973 - 74	Estimated 1974 - 75	Estimated 1975 - 76	
Peace Officers Receiving Training	5,104	17,800	17,800	14,500	15,225	15,985	16,285	17,625	
Man Hours of Training Supervised	2,120,000	2,723,300	2,723,300	2,800,000	2,940,000	3,187,000	3,346,000	3,513,000	
Training Consulting and Inspection Services	100	105	180	250	340	340	380	380	
Schools Examined for Certification	87	90	100	175	200	200	250	250	

## INPUT DATA

PROFESSIONAL/TECHNICAL (MAN-YEARS)	1.3	4.5	4.5	8.5	9.5	10.5	11.5	12.5	
CLERICAL (MAN-YEARS)	1.0	1.5	2.5	4.5	4.5	5.5	5.5	6.5	
TOTAL PERSONNEL REQUIREMENTS (MAN-YEARS)	2.3	5.0	7.0	13.0	14.0	16.0	17.0	19.0	
PERCENT OF ADMINISTRATIVE BUDGET	24.6	24.4	29.2	24.9	26.3	27.7	29.7	30.4	
SUPPORT COSTS	52,320	100,630	136,225	279,955	336,147	417,465	493,317	600,369	



## OUTPUT DATA

[illegible][illegible]

PROGRAM	COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING
ELEMENT	TRAFFIC PROGRAM MANAGEMENT INSTITUTE
COMPONENT	

[illegible]

PROFESSIONAL/TECHNICAL (MAN-YEARS)		.5	.5						
CLERICAL (MAN-YEARS)		1	1						
TOTAL PERSONNEL REQUIREMENTS (MAN-YEARS)		1.5	1.5						
SUPPORT COSTS		\$85,220	\$132,291						

DEPARTMENT OF JUSTICE  
PROGRAMMING and BUDGETING SYSTEM

OUTPUT DATA

PROGRAM	COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING									
ELEMENT	RIOT PREVENTION AND COMMUNITY RELATIONS TRAINING PROGRAM									
COMPONENT										
WORKLOAD INDICATORS	Actual 1968 - 69	Estimated 1969 - 70	Estimated 1970 - 71	Estimated 1971 - 72	Estimated 1972 - 73	Estimated 1973 - 74	Estimated 1974 - 75	Estimated 1975 - 76		
Courses Developed			3							
Instructors Trained			100							

INPUT DATA

PROFESSIONAL/TECHNICAL (MAN-YEARS)			.5							
CLERICAL (MAN-YEARS)			.5							
TOTAL PERSONNEL REQUIREMENTS (MAN-YEARS)			1.0							
SUPPORT COSTS			\$20,027							